

Schary, Claire

From: Musa Jaman [jaman@willamettepartnership.org]
Sent: Tuesday, July 23, 2013 9:47 AM
To: Schary, Claire
Subject: Re: August JRA Room reservation confirmations due 7/26

Hi Claire,

We were quoted a room rate of \$89 plus tax (13%) = \$100.57

Musa Jaman
Exec. Asst./Office Manager

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On Tue, Jul 23, 2013 at 9:39 AM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Hi Musa – just a quick question about the room rate you were able to get for the Riverside. It turns out they don't have any rooms at the government rate available, and I hate to have the EPA folks stay somewhere else. I would still need for EPA to pay for our rooms but perhaps the rate you got is not as high as the lowest rate the Riverside quoted to me - \$119. If your rate is lower, then can we reserve three rooms through you? Also, I just found out that Christine Psyk is now tentative, not a confirmed attendee like I had thought.

-- Claire

Claire Schary

schary.claire@epa.gov / (206) 553-8514

From: Musa Jaman [mailto:jaman@willamettepartnership.org]
Sent: Thursday, July 18, 2013 4:59 PM

To: Schary, Claire

Subject: Re: August JRA Room reservation confirmations due 7/26

Hi Claire,

Ok. I'll work on it with our team here to see how best to work things.

Thanks!

Musa

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On Thu, Jul 18, 2013 at 4:11 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa,

I'm concluding that it will be very complicated, if not impossible, to figure out a way to reimburse WP for the EPA staff's meals. I'm assuming you are negotiating them as part of the overall contract with the hotel for the workshop so that they could not be broken out for EPA to pay the hotel directly. Therefore, you would need to create an invoice for EPA to pay, and then we would need to figure out how we could pay for that with our government travel credit cards. If you think that's doable and within a reasonable time period before the conference, let me know. Our added complication is that all of our travel expenses need to be identified and entered into our travel system before Aug. 2.

Otherwise, our ethics attorney said we will need to accept the meals as we have for the previous meetings, and have a letter from Bobby like we have before, listing out the meal cost for the five EPA people attending the Boise workshop: me, Christine Psyk, Susan Poulsom, Dustan Bott (still tentative) and Bill Stewart.

Thanks for your help with this (and I'm sure you're thinking why does EPA make everything so complicated?).

-- Claire

Claire Schary

schary.claire@epa.gov / [\(206\) 553-8514](tel:(206)553-8514)

From: Musa Jaman [mailto:jaman@willamettepartnership.org]

Sent: Thursday, July 18, 2013 1:05 PM

To: Schary, Claire

Subject: Re: August JRA Room reservation confirmations due 7/26

Hi Claire,

Just did a food estimate for both days which is a total of approximately \$120 per person (\$60 per day). I fudged on the high side - it could be as low as \$110/person.

Let me know if you need more information - thanks!

Musa

Musa Jaman

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On Tue, Jul 16, 2013 at 11:51 AM, Musa Jaman <jaman@willamettepartnership.org> wrote:

Hi Claire,

Working on it now - should have it for you in the next day or two.

Thanks,

Musa

Musa Jaman

Exec. Asst./Office Manager

Hi Claire,

Thanks for the speedy response! :)

The government rate is better than the room rate I was able to secure so please go ahead and book your rooms on your own.

I'll add Bill to the meals count - thanks for the heads up on that too.

Best,

Musa

Musa Jaman

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On Mon, Jul 15, 2013 at 3:00 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa,

There will be three of us from EPA needing room reservations, and possibly a fourth, but this time EPA will be paying our travel. The government rate for Boise is \$77/night, I believe. Is your rate better than that? If so, we could tell them we are part of the block you reserved but are paying separately. If the government rate is better, then I will just call in our own reservation. We will probably go for separate rooms this time.

FYI, the people coming from EPA are: myself, Christine Psyk, and Susan Poulosom. Dustan Bott is tentative. Bill Stewart lives in Boise and will be attending but won't need lodging. I don't know what he's planning to do about meals. We can't give him per diem because he's not traveling, so hopefully you will be able to add him to the meals list.

-- Claire

Claire Schary

schary.claire@epa.gov / (206) 553-8514

From: Musa Jaman [mailto:jaman@willamettepartnership.org]

Sent: Monday, July 15, 2013 2:55 PM

To: hbre461@ECY.WA.GOV; mgil461@ECY.WA.GOV; Schary, Claire; marti.bridges@deq.idaho.gov; Michael.Mcintyre@deq.idaho.gov; NOMURA Ranei; FOSTER.Eugene@deq.state.or.us; David Primozych; Julia@thefreshwatertrust.org; Kaola Swanson; Bott, Dustan; Stewart.William@epamail.epa.gov; Poulosom, Susan; Psyk, Christine; Mann, Laurie; Keenan, Dru; Joe Furia; Karin Power; nmullane@msn.com; Tim Wigington; Todd Gartner

Cc: Carrie Sanneman; Bobby Cochran

Subject: August JRA Room reservation confirmations due 7/26

Good afternoon JRA attendees,

The next JRA meeting will be held August 21st & 22nd at the **Riverside Hotel** (2900 CHINDEN BOULEVARD BOISE, ID 83714) in Boise Idaho.

I've included a link below for your convenience to provide more information about the conference site

<http://riversideboise.com/>

Carrie Sanneman is currently working on the forthcoming agenda which will be distributed soon.

While the meeting itself is still a little ways off, we'll need to get lodging confirmation from each of you to secure a room for the conference.

Please let us know your rooming preference (single or double occupancy) as well as any dietary restrictions you may have so that we can make your stay as comfortable as possible.

ROOM RESERVATIONS ARE DUE NO LATER THAN FRIDAY 7/26 COB

Please let me know if you have any questions - we look forward to seeing you in August.

Kind regards,

Musa

Musa Jaman

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